



# SH. L.N. HINDU COLLEGE, ROHTAK

(Affiliated to M.D. University, Rohtak )  
Accredited by NAAC with B (2.74) Grade

01262-265345

2018-19

## Minutes of First Meeting of the IQAC

Date: 13 September, 2018

Time: 02:00 PM

Venue: Principal's Office, Sh. L. N. Hindu College, Rohtak

### Members Present:

1. Dr Vijay Kumar, Principal
2. Dr Neelam Maggu, Associate Professor, Coordinator, IQAC *Neelam*
3. Dr. Keshi Taneja, Associate Professor, Dept. of Mathematics *Keshi*
4. Dr. A.K. Jain, Associate Professor, Dept. of Commerce *A.K. Jain*
5. Mrs. Madhu Arora, Associate Professor, Dept. of Hindi *Madhu Arora*
6. Dr Rashmi Chhabra, Assistant Professor, Dept. of Commerce *Rashmi Chhabra*
7. Dr. Anju Deshwal, Assistant Professor, Dept. of Hindi *Anju*
8. Mrs Bandna Ranga, Assistant Professor, Dept. of Economics *Bandna Ranga*
9. Dr Shikha Phogat, Assistant Professor, Dept. of English *Shikha*
10. Mrs. Pooja Chawla, Assistant Professor, Dept. of Computer Science *Pooja*
11. Dr. Chitra Sharma, Librarian *Chitra*
12. Mr. Sudershan Dhingra, General Secretary, Hindu Education Society *Sudershan*
13. Mr. Sanjeev Maggu, Member from Industry *Sanjeev*



*Neelam*  
Coordinator, IQAC  
Sh. L.N. Hindu College, Rohtak

**Opening Remarks by the Respected Principal, Dr Vijay Kumar, Chairman, IQAC and welcome to the members of IQAC**

The Principal Dr Vijay Kumar, Chairman, IQAC, welcomed the members present in the meeting. Proceedings of the meeting are as follows:

**1. Scrutiny of ACR**

Members of the IQAC scrutinized the Annual Confidential Reports and API pro forma submitted by:

- Mrs Rashmi Chhabra, Assistant Professor, Dept of Commerce
- Mrs Anil Kumari, Assistant Professor, Dept of Sanskrit
- Dr Anju Deswal, Assistant Professor, Dept of Hindi

It was found that each and every document was according to the UGC norms and was satisfactory. Then it was approved by the committee for final decision and forwarded to the concerned authority.

**Resolution**

Approved and forwarded for further action.

**2. To conduct Students Election**

The State Higher Education Department has announced to hold the Student Elections on October 17. Several committees were formed for the smooth and fair conduct of the in the college.

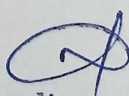
**Resolution**

Approved and it is resolved that Principal Dr Vijay Kumar shall constitute a committee for smooth conduct of the Election.

**3. To organize Sessional Exams**

It was decided to conduct Centralized Sessional Exams in the mid of November, 2018. The Academic Committee was informed to make the



  
Coordinator, IQAC  
Sh. L.N. Hindu College, Rohtak

necessary arrangements required for the smooth conduct of the Centralized Sessional Exams.

**Resolution**

It was approved and instructions were given to make the necessary arrangements.

**4. Active participation of students in Extra-Curricular activities**

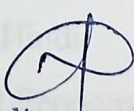
It was recommended that in addition to academics, students should also be motivated to actively participate in extra-curricular activities; as such activities provide a setting to become involved and to interact with other students, thus leading to increased learning and enhanced development.

**Resolution**

It was appreciated by the house and considered.

In the end, Coordinator, IQAC thanked all the staff members present in the meeting.



  
Coordinator, IQAC  
Sh. L.N. Hindu College, Rohtak



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## Minutes of Second Meeting of the IQAC

**Date:** 14 November, 2018

**Time:** 02:00 PM

**Venue:** Principal's Office, Sh. L. N. Hindu College, Rohtak

### Members Present:

1. Dr Vijay Kumar, Principal
2. Dr Neelam Maggu, Associate Professor, Coordinator, IQAC *(Signature)*
3. Dr. Keshi Taneja, Associate Professor, Dept. of Mathematics *(Signature)*
4. Dr. A.K. Jain, Associate Professor, Dept. of Commerce *(Signature)*
5. Mrs. Madhu Arora, Associate Professor, Dept. of Hindi *(Signature)*
6. Dr Rashmi Chhabra, Assistant Professor, Dept. of Commerce *(Signature)*
7. Dr. Anju Deshwal, Assistant Professor, Dept. of Hindi *(Signature)*
8. Mrs Bandna Ranga, Assistant Professor, Dept. of Economics *(Signature)*
9. Dr Shikha Phogat, Assistant Professor, Dept. of English *(Signature)*
10. Mrs. Pooja Chawla, Assistant Professor, Dept. of Computer Science *(Signature)*
11. Dr. Chitra Sharma, Librarian *(Signature)*
12. Mr. Sudershan Dhingra, General Secretary, Hindu Education Society *(Signature)*
13. Mr. Neeraj Chawla, Member from Industry *(Signature)*
14. Mr. Subhash Ahuja, Alumni *(Signature)*
15. Mr. Yash Makhija, Student, B.Com I *(Signature)*



*(Signature)*  
Coordinator, IQAC  
Sh. L.N. Hindu College, Rohtak

Opening Remarks by Respected Principal, Dr Vijay Kumar, Chairman, IQAC, welcomed all the members present in the meeting and started the proceedings of the meeting which are as follows:

**1. Approval of Annual Calendar of Academic Events**

The Annual Calendar of events for the upcoming even semester was drafted indicating all the academic activities and staff members were asked for any observation/ suggestions.

**Resolution**

Discussed and approval granted.

**2. Quality Assurance**

The coordinator suggested the members to give the constructive ideas to actively participate in the process of quality assurance.

**Resolution**

The members considered the suggestion.

**3. Drafting of IQAC Meeting Calendar**

It was decided by the Coordinator to prepare the IQAC meeting calendar for the upcoming semester and circulate it among all the staff members.

**Resolution**

The members considered the pro forma, discussed the format and approved it.

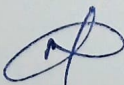
**4. Organizing FDP/ Conference**

Members of the committees suggested that IQAC should contribute in implementing the process of organizing Faculty Development Programs/ Conferences and preparing Research Proposals.

**Resolution**

The suggestion was considered and approved.



  
Coordinator, IQAC  
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**5. Involvement of Heads in Decision Making**

IQAC members requested the Principal to direct the Department Coordinators to involve the HOD's in taking department related decisions.

**Resolution**

The suggestion was considered for implementation.

**6. To make Alumni Association more active**

The members felt that Alumni Association should be made more active. They further decided that the Old Students Association should contribute in arranging extension lectures by Industrial experts and it will be helpful in improving the placement opportunities.

**Resolution**

IQAC noted it for consideration.

The meeting concluded with the IQAC Coordinator thanking all the members for their active participation.



A handwritten signature in blue ink, consisting of a stylized 'S' or 'L' shape with a vertical line through it.

Coordinator, IQAC  
Sh. L.N. Hindu College, Rohtak



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## Minutes of Third Meeting of the IQAC

Date: 25 February, 2019

Time: 02:00 PM

Venue: Principal's Office, Sh. L. N. Hindu College, Rohtak

### Members Present:

1. Dr Vijay Kumar, Principal
2. Dr Neelam Maggu, Associate Professor, Coordinator, IQAC *af*
3. Dr. Keshi Taneja, Associate Professor, Dept. of Mathematics *Keshi*
4. Dr. A.K. Jain, Associate Professor, Dept. of Commerce *A.K. Jain*
5. Mrs. Madhu Arora, Associate Professor, Dept. of Hindi *Madhu Arora*
6. Dr Rashmi Chhabra, Assistant Professor, Dept. of Commerce *Rashmi Chhabra*
7. Dr. Anju Deshwal, Assistant Professor, Dept. of Hindi *Anju*
8. Mrs Bandna Ranga, Assistant Professor, Dept. of Economics *Bandna Ranga*
9. Dr Shikha Phogat, Assistant Professor, Dept. of English *Shikha*
10. Mrs. Pooja Chawla, Assistant Professor, Dept. of Computer Science *Pooja*
11. Dr. Chitra Sharma, Librarian *Chitra*
12. Mr. Sudershan Dhingra, General Secretary, Hindu Education Society *Sudershan*
13. Mr. Neeraj Chawla, Member from Industry *Neeraj*
14. Mr. Subhash Ahuja, Alumni *Subhash*
15. Mr. Yash Makhija, Student, B.Com I *Yash*



*af*

Coordinator, IQAC  
Sh. L.N. Hindu College, Rohtak

**Opening Remarks by the Hon'ble Principal, Dr Vijay Kumar, Chairman IQAC**

The Principal, Dr Vijay Kumar, Chairman, IQAC, welcomed the members to the meeting of the IQAC and started the proceedings of the meeting which are as follows:

**1. Regarding New Guidelines of NAAC**

The IQAC Coordinator directed the NAAC Coordinator to inform all the staff members about the changes in regard to the new guidelines of the NAAC criteria.

**Resolution**

Instructions were given to staff members regarding new guidelines.

**2. Students Satisfaction Survey**

Students Satisfaction Survey which was framed by NAAC and how to implement it was opined so that the system can be more robust and ready for the new process.

**Resolution**

The members considered the pro forma, discussed the format and approved it.

**3. Discussion of New Format**

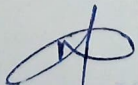
The new format of NAAC – Quantitative and Qualitative data templates was discussed. It was decided to enter the data from all the departments in the template as shared by the NAAC and review is to be conducted based on the same.

**Resolution**

The IQAC noted down and will take necessary measures regarding new guidelines.

**4. Overall Quality Improvement**



  
Coordinator, IQAC  
Sh. L.N. Hindu College, Rohtak



IQAC related activities were deliberated along with the Heads of various Departments and focused on how to improve the quality in terms of academics, research and outcome based activities.

#### 5. Environment Conservation Committee

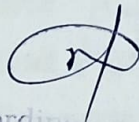
IQAC appreciated the efforts of Environment Conservation Committee and further strengthened its initiatives and to promote a spirit of environment consciousness through motivating the faculty and students to travel to college by bicycle. It was decided to observe Green Day (Vehicle Free Campus) in the college on every Thursday of the month.

#### Resolution

It was considered one of-its-kind and was approved unanimously.

The meeting ended with the thanks by Coordinator to all the staff members for their valuable suggestions.



  
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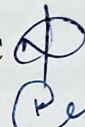
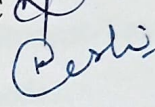
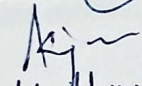
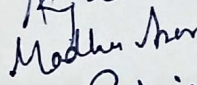
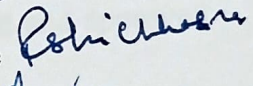
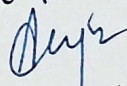
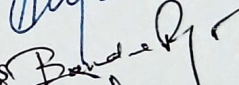
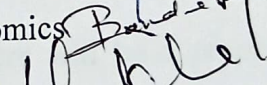
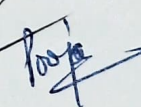
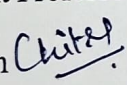
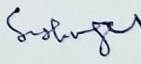

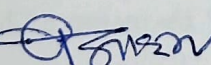
## Minutes of Fourth Meeting of the IQAC

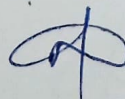
Date: 25 May, 2019

Time: 10:00 AM

Venue: Principal's Office, Sh. L. N. Hindu College, Rohtak

### Members Present:

1. Dr Vijay Kumar, Principal
2. Dr Neelam Maggoo, Associate Professor, Coordinator, IQAC 
3. Dr. Keshi Taneja, Associate Professor, Dept. of Mathematics 
4. Dr. A.K. Jain, Associate Professor, Dept. of Commerce 
5. Mrs. Madhu Arora, Associate Professor, Dept. of Hindi 
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14. Mr. Subhash Ahuja, Alumni 



Coordinator, IQAC  
Sh. L.N. Hindu College, Rohtak

**Opening Remarks by the Hon'ble Principal, Dr Vijay Kumar, Chairman, IQAC**

The Principal, Dr Vijay Kumar, Chairman, IQAC, welcomed the members to the meeting of the IQAC and started the proceedings of the meeting which are as follows:

**1. Academic Calendar**

Academic Calendar for the next session i.e. 2019-20 should be uploaded on the website of the college.

**Resolution**

It was considered and approved.

**2. Strengthening of Student-Teacher Feedback System**

There are various methods of teacher's evaluation, students' feedback is considered as the most effective and reliable method. Student-Teacher feedback system should be strengthened through the online mode.

**Resolution**

The members considered the pro forma, discussed the format and approved it.

**3. Mentor-Mentee Groups**

Mentor-Mentee Groups should be formulated and there will be a proper schedule of additional lectures of the same once in a week in the college timetable.

**Resolution**

Approved as proposed.

**4. Extra-Classes**

Special/ Extra-Classes should be organized for slow-learners to reduce the knowledge gap in basic concepts and skills.

**Resolution**

Coordinator, IQAC  
Sh. L.N. Hindu College, Rohtak



The suggestion was considered and approved.

#### **5. Placement Drives**

More efforts should be made to enhance Placement Cell activities. Placement Drives should be arranged department wise.

#### **Resolution**

The IQAC noted and considered it.

#### **6. Skill Development Centre**

A Skill Development Centre to be developed and outreach activities should be collaborated with industries and social organizations.

#### **Resolution**

It was considered one of-its-kind and was approved unanimously.

#### **7. Survey on Internal Quality**

Survey for Internal Quality should be conducted to keep a check and for further improvement.

#### **Resolution**

Considered as suggested.

The meeting concluded with Vote of Thanks by the Coordinator, IQAC.



A handwritten signature in blue ink, consisting of a stylized 'N' and 'D' intertwined.

Coordinator, IQAC  
Sh. L.N. Hindu College, Rohtak